

INSTRUCTIONS FOR  
BUILDING PERMIT/PLAN REVIEW APPLICATION

**GENERAL INSTRUCTION:** The Building Permit/Plan Review Application must be fully completed, signed and dated, and accompanied by **two (2) sets** of adequate plans and specifications. All material must be submitted to the Department of Labor & Industry, Building Standards Division, Building Codes Bureau 301 South Park, P. O. Box 200517, Helena, Montana 59620-0517, (406) 841-2056.

Plan review and building permit fees will be quoted after screening and overview of the materials submitted. The plan review portion of the fees must be paid before a full plan review is undertaken. The balance of the fees must be paid before a building permit is issued.

Incomplete applications or those without adequate building plans cannot be processed.

**PLAN SUBMITTAL REQUIREMENTS:** Plans and specifications must be drawn to scale upon substantial paper, must clearly indicate the location, nature, and extent of the work proposed, and must show in detail that it will conform to the provisions of the International Building Code.

**PLANS SHALL INCLUDE:**

1. **A site plan** locating the proposed building and any existing buildings on the property, and showing distances to property lines, streets, roads, alleys, and the existing buildings on the property. If required, a handicap accessible route and parking space(s) must also be shown on the site plan.
2. **A dimensioned floor plan** showing interior and exterior walls, opening location and size, operating windows, door swings, door hardware, room or area uses, exit sign locations, and handicapped toilet rooms.
3. **Identification of the use of each room or area** of the building, with a list of materials or supplies to be used or stored, and a description of any product to be manufactured or service to be performed.
4. **A dimensioned typical section** through the structure showing footings, foundations, walls, floors, ceilings and roof materials, and details. The roof and floor framing plans must show size and spacing of all members.
5. **Seal and Certification of a Licensed Montana Designer** for the roof trusses used, and for footing/foundation designs that are not in compliance with the code, such as a slab on grade.
6. **Materials specifications** as appropriate, for example, roofing materials, sheetrock type and thickness, door type and rating, etc.
7. **All building insulation R-values**, and description of heating and ventilation equipment and combustion air provisions, along with the capacities of the equipment.

# BUILDING PERMIT/PLAN REVIEW APPLICATION

**\*\*SEE INSTRUCTIONS FOR GENERAL DIRECTIONS  
AND PLAN SUBMITTAL REQUIREMENTS.**

Project Number

I hereby make application for a building permit/plan review in accordance with Title 50, Chapter 60, Montana Codes Annotated and Section 24.301.101 Administrative Rules of Montana.

## PLEASE TYPE OR PRINT ALL INFORMATION

*Check box for who correspondence should be sent to:*

Project Location: \_\_\_\_\_ City: \_\_\_\_\_  
Street address, and/or detailed directions (do not use legal description)

☐ Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
individual name and business name, if any

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
individual name and business name, if any

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Designer: \_\_\_\_\_ Phone: \_\_\_\_\_  
individual name and business name, if any

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Provide a brief description of the project and the building use or occupancy: REQUIRED**

Type of work: \_\_\_\_\_ New \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_ Move \_\_\_\_\_ Re-Roof

Estimated total cost: \$ \_\_\_\_\_

Indicate if the building use or occupancy is changing: ☐ YES ☐ NO

Total New Floor Area: \_\_\_\_\_ sq. ft. Total Existing Floor Area: \_\_\_\_\_ sq. ft.

\_\_\_\_\_ Check here if building is located in flood zone as determined by the local flood plain manager.

### BY EXECUTING THIS APPLICATION THE APPLICANT ACKNOWLEDGES AND AGREES THAT:

1. The information supplied is true and correct.
2. The proposed project may be subject to other laws and regulations including but not limited to **local zoning ordinances**. It is the sole duty of the applicant to determine and comply with the same. **A building permit does not excuse compliance with any other laws and regulations.**
3. Issuance of a building permit is provisional. That is, such permit is conditioned on the plans and specifications submitted and approved, and does not extend to any changes without the express written consent of the Bureau.
4. Do not send fees with this submittal, you will be notified as to the amount of the fees.
5. Separate plumbing, electrical, and mechanical permits may also be required. It is the sole duty of the applicant to obtain these.
6. Construction of the proposed project may not be started by any person until a building permit is issued. The building may not be used or occupied by any person until approved by the Bureau.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**Mail Application to:**

**STATE OF MONTANA  
BUILDING CODES BUREAU  
PO BOX 200517**

**301 S. PARK, ROOM 430**

**HELENA, MONTANA 59620-0517**

**PLAN REVIEW SERVICES: (406) 841-2056**

**FAX: (406) 841-2050 --- Website: [buildingcodes.mt.gov](http://buildingcodes.mt.gov)**